

MONROE COUNTY

JOB DESCRIPTION

Position Title: ASSISTANT SPECIALIST RADIO COMMUNICATIONS		Date: 08/21/98
Position Level: 5	FLSA Status: Nonexempt	Class Code: 5-14

GENERAL DESCRIPTION

Installation and removal of a wide variety of radio communication equipment.

KEY RESPONSIBILITIES

1. Mobile radio equipment installations.
2. Inventory keeping stock in order, request for order.
3. Maintaining communication vehicles and generators.
4. Maintain clean and clutter free workarea.
5. Pick-up, delivery and purchasing of small supplies.
6. Available in emergency situations to assist Technician.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: ASST SPECIALIST, RADIO COMMUNIC	Class Code: 5-14	Position Level: 5
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KEY JOB REQUIREMENTS	
<i>Education:</i>	Vocational or Technical School required.
<i>Experience:</i>	1 to 2 years.
<i>Impact of Actions:</i>	Decisions and impact are limited to decisions and planning within a small work group or project team.
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where analytic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.
<i>Decision Making:</i>	Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary to select and apply the most appropriate of available procedures.
<i>Communication with Others:</i>	Requires regular contact within the department and periodic contacts with other departments, outside agencies and the general public, supplying or seeking information.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

